

## CHAPTER 5

# NAVY ENLISTED ADVANCEMENT SYSTEM (NEAS)

The Navy Enlisted Advancement System (NEAS) is the most formal advancement system of the armed services. It is unlike any of the other services. The majority of Navy advancement opportunities depend on each member's final multiple score in a Navywide competitive advancement cycle. The final multiple score measures whether the person as a whole is the best qualified person for advancement. The score is based on a combination of the person's performance, experience, and knowledge.

A Sailor cannot be advanced to paygrades E-4, E-5, E-6, or E-7 without taking an advancement examination, except those in special programs. Candidates for chief petty officer (E-7) take the exam to become SELECTION BOARD ELIGIBLE (SBE). E-7 candidates are designated SBE if their final multiple score (FMS) is in the top 60 percent for their rating.

Personnel in paygrades E-1, E-2, E-7, E-8, and E-9 do not take Navywide examinations for advancement. The Naval Military Personnel Manual (MILPERSMAN) gives commanding officers the authority to advance qualified enlisted personnel to E-2 and E-3 without numerical limitations. No exam is required for advancement to E-2 or E-3. E-8 and E-9 candidates are designated SBE on the basis of their commanding officer's recommendation.

The Naval Education and Training Professional Development and Technology Center (NETPDTC), Pensacola, Florida, develops, publishes, and distributes Navywide advancement-in-rate examinations. Chief petty officers from each Navy rating at NETPDTC, develop challenging examinations that afford enlisted personnel, Navywide, equal opportunities to compete for advancement with all others in their respective ratings and rates. For example, a Boatswain's Mate second class (BM2) serving in the Far East and a BM2 serving in the Mediterranean will take an identical Boatswain's Mate first class (BM1) advancement examination on the same day.

Before personnel can take part in a Navywide competitive examination, appear before any selection board, or be advanced, the commanding officer must recommend them for advancement. The educational

services officer (ESO) should ensure personnel are fully qualified for advancement. ENSURING THAT THE BEST QUALIFIED INDIVIDUALS ARE RECOMMENDED AND PROMOTED is the goal of every commanding officer.

In this chapter we will discuss the following information covered under the NEAS:

- Definitions used in the Navy Enlisted Advancement System (NEAS).
- Advancement qualification requirements.
- Special advancement requirements.
- Factors that determine the final multiple score for advancement.
- Advancement requirements for regular candidates.
- Advancement for early candidates.
- High-year tenure.
- Change in rate or rating.
- Selection board advancement.
- Command Advancement Program.
- Accelerated Advancement Program.
- Advanced Electronics Field, Advanced Technical Field, and Nuclear Field Programs.
- Selective Conversion and Reenlistment (SCORE) Program.
- Selective Training and Reenlistment (STAR) Program.

### COMPONENTS OF THE NAVY ENLISTED ADVANCEMENT SYSTEM

**Learning Objectives:** *Upon completion of this chapter, you should be able to identify the Navy Enlisted Advancement System (NEAS); identify advancement as a milestone in a naval career; determine the objectives of the NEAS; identify the qualifications necessary for advancement; identify the different methods and programs of advancement; identify the responsibilities*

*of the ESO necessary for advancement; and identify the methods of obtaining a change in rate or rating.*

The objective of the NEAS is to advance the best qualified petty officers to operate the Navy's ships, planes, and shore stations. Advancements provide opportunities for qualified enlisted personnel to progress to higher levels of responsibility and authority throughout their Navy careers.

The *Advancement Manual*, BUPERSINST 1430.16, governs the NEAS. In addition to this basic reference, a NAVADMIN message is issued before each advancement cycle. This message announces the schedule of the examinations and provides other pertinent information.

The ESO should carefully review the *Advancement Manual* and NAVADMIN message to ensure the command follows the proper procedures for each cycle.

*Q1. What is the primary objective of the Navy Enlisted Advancement System?*

## **DEFINITIONS USED IN THE NAVY ENLISTED ADVANCEMENT SYSTEM**

Definitions basic to an understanding of the Navy rating structure and the NEAS include such terms as occupational fields; general, service, and emergency ratings; petty officers; apprenticeships (designated strikers); and so forth. These are the basic terms that are used in the NEAS as defined below.

### **Occupational Fields**

Broad grouping of similar occupations are used by manpower, personnel, and training managers to organize the analysis, management, and administration of Navy ratings. There are 23 such groupings. Examples are General Seamanship (BM and SM); Ordnance Systems (GM, MN, MT, and TM); and Logistics (DK, MS, SH, and SK).

### **Ratings**

Ratings are broad enlisted career fields. They identify occupational specialties that encompass related aptitudes, training, experience, knowledge, and skills for the purpose of career development and advancement. The three types of ratings (general, service, and emergency) are described below:

- **General Ratings.** General ratings identify personnel by occupation. They provide the primary means of identifying billeted requirements and personnel qualifications.

Boatswain's Mate (BM) is an example of a general rating. Some ratings are combined at paygrades E-7, E-8, or E-9 to form broader career fields when the occupational content is similar. This provides for progressively higher levels and scopes of authority and responsibility. An example of this is the combination of the Construction Electrician (CE) rating and the Utilitiesman (UT) rating to form the Utilities/Constructionman (UC) at the Master Chief Petty Officer (MCPO) level.

- **Service Ratings.** Service ratings are subdivisions of certain general ratings. The service rating may be established at any paygrade up to E-9. Gas Turbine Systems Technician (GS) is an example of a general rating, which contains two service ratings. Gas Turbine Systems Technician (Electrical) (GSE) and Gas Turbine Systems Technician (Mechanical) (GSM).
- **Emergency Ratings.** Emergency ratings are career fields encompassing skills or qualifications that do not require identification by a rating during peacetime, but are required in wartime. Currently, there are no emergency ratings.

### **Rate**

Rate identifies personnel occupationally by paygrades E-1 through E-9. Rate reflects levels of aptitude, training, experience, knowledge, skill, and responsibility. Enlisted rates are divided into three groups: General (E-1 through E-3 apprenticeships), petty officers (E-4 through E-6), and chief petty officers (E-7 through E-9).

## **ADVANCEMENT QUALIFICATION REQUIREMENTS**

To be qualified for advancement, a member must meet the following requirements:

- Be recommended by the commanding officer.
- Have minimum Time-in-Rate (TIR). (See the *Advancement Manual* for TIR waivers.)
- Be in the proper path of advancement.
- Meet special requirements (citizenship, security, medical, and so forth) for certain ratings.
- Successfully complete service school, if required.

- Complete mandatory Leadership Training Course (LTC) for LPO and CPO prerequisite courses.
- Be enlisted warfare qualified. (Refer to applicable warfare instruction for mandatory requirement as they apply to advancement eligibility.)
- Have evaluation completed within computation period for advancement cycle.
- Have eligibility documented by service record entry.
- Pass the Navywide advancement-in-rate examination.
- Not be involved in circumstances that render candidate ineligible for advancement.
- Not be a selectee for LDO or CWO.
- Not have pending request for “voluntary” (or high-year tenure (HYT) mandated) transfer to Fleet Reserve (E-7/8/9 candidates.)
- Naval Reservists: Must maintain satisfactory drill participation in the Naval Reserve.
- After selection for advancement to PO3 or CPO, must complete the *Petty Officer Indoctrination Course (POIC)* or *Chief Petty Officer Indoctrination Course (CPOIC)*.

The *Advancement Manual*, BUPERSINST 1430.16, discusses in detail the requirements for advancement.

## **SPECIAL ADVANCEMENT REQUIREMENTS**

Many times non-designated strikers complete the required courses for a rating without confirming if the rating they desire to strike for is open or closed. *Rating Entry for General Apprentices (REGA)*, *Career Reenlistment Objectives (CREO)*, a periodic NAVADMIN message, govern the different rating entries. ESOs should encourage non-designated strikers to strike for OPEN ratings since these ratings provide the best opportunities for advancement. ESOs must be aware that manpower requirements for junior-level rating entries fluctuate with the overall needs of the Navy.

The CNO periodic NAVADMIN messages use two major categories of rating control (open and closed) to identify Navy manpower needs. The rating-entry

categories from the apprenticeship level to petty officer third class (PO3) may be either open or closed. An OPEN rating is open to non-designated personnel. A CLOSED rating means no E-4 rating entry opportunities or the rating is over-manned at the E-4 level. There are other categories such as non-designated strikers requiring Navy Personnel Command (COMNAVPERSCOM) approval for rate entry or that the rating is being disestablished or merged with another rating.

Periodic NAVADMIN messages list all rating-entry categories. The ESO should be aware of the rules that apply to personnel desiring to enter any rating. He or she may serve as a member of the command striker selection board. The ESO should know what special advancement requirements exist for certain ratings. Those special requirements may include completion of service schools, U.S. citizenship, and a specific security clearance.

## **Service School Requirements**

Some ratings require personnel to complete an “A” school before they can take the examination for paygrade E-4. The periodic *Rating Entry for General Apprentices (REGA)* and *Career Reenlistment Objectives (CREO)* NAVADMIN message contains a list of those ratings. Some ratings require personnel to complete more advanced schools and courses before advancing beyond a certain paygrade.

## **Citizenship and Security Clearance Requirements**

Some ratings require a person to be a U.S. citizen and be eligible to receive a clearance for access to classified information. The *Advancement Manual* and *Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards* list those ratings.

Generally, only U.S. citizens are assigned sensitive duties or granted access to classified information. About one-half of the Navy’s ratings require access to classified information. For that reason, immigrant aliens generally may not enter into ratings requiring access to classified information unless they expect to gain citizenship.

*Q2. The ratings that require persons to be a U. S. citizen can be found in what publication?*

*Q3. Approximately what percentage of the Navy’s ratings requires access to classified information?*

## FACTORS THAT DETERMINE THE FINAL MULTIPLE SCORES FOR ADVANCEMENT

Advancements are not automatic. Although members must meet certain requirements to qualify for advancement, meeting those requirements does not guarantee advancement. Certain factors are used to determine which members, out of all of those qualified, will actually be advanced in rate.

After the member has qualified for advancement and passed the Navywide advancement examination, the final multiple score (FMS) is computed. The FMS computation is based on three factors: performance + experience + knowledge. Performance is shown in the person's day-to-day performance, work ethic, achievements, and so forth, and is documented in their performance evaluations. Service in paygrade (SIPG) indicates experience. Knowledge is reflected as examination performance. Candidates may also earn PNA (Passed, but Not Advanced) points that are calculated into the FMS. PNA points are awarded to candidates who pass the exam but are not advanced,

and for a relatively high performance mark average (PMA) compared to others who participated in the same examination. FMS results for all candidates are rank-ordered from the top to the bottom score – or from the most qualified to the least qualified. For example: There are 500 candidates for BM3 who meet all eligibility criteria for a given advancement cycle. However, there are only 400 vacancies to be filled. The rank-ordering process identifies the top 400 (based on FMS) who will actually be advanced.

The E4/E5, E6, and E7 columns under the Maximum Points (%) heading of table 5-1 show the maximum examination standard score is 80. The examination standard score points count 34 percent of the E4/E5 total FMS. The performance factor for E4/E5 allows for a maximum of 84 points, or 36 percent of the FMS. The remaining 30 percent of the total FMS is based on a combination of the SIPG, awards, and PNA points.

**Table 5-1.—Final Multiple Score Computation**

FACTOR	EXAM PAYGRADE	COMPUTATIONS	MAXIMUM POINTS (%)		
			E-4/5	E-6	E-7
Standard Score (SS)	All	Indicated on Exam Profile Sheet	80(34%)	80(30%)	80(60%)
Performance	E-4/5 E-6 E-7	PMA x 60 – 156 PMA x 60 – 130 PMA x 13	84(36%)	110(41.5%)	52(40%)
Service in Paygrade (SIPG) (Max 7½ years)*	E-4/5 E-6	2 x SIPG + 15 2 x SIPG + 19	30(13%)	34(13%)	
Awards	E-4/5 E-6	Values for awards in Adv Manual	10(4%)	12(4.5%)	
PNA pts	E-4/5 E-6	2 x PNA indicated on profile sheet	30(13%)	30(11%)	
Max. FMS Possible	All		234 (100%)	266 (100%)	132 (100%)
<b>When converting months to decimal equivalents for SIPG, use the following conversion table:</b>					
<u>Month / Fraction</u>	<u>Month / Fraction</u>	<u>Month / Fraction</u>	<u>Month / Fraction</u>		
1 / .08	2 / .17	3 / .25	4 / .33		
5 / .42	6 / .50	7 / .58	8 / .67		
9 / .75	10 / .83	11 / .92			

Using the following values, table 5-2 explains the FMS computation for a candidate competing for advancement to E-6.

- Examination standard score (SS) = 56
- Performance mark average (PMA) = 3.65
- Service in Paygrade (YR/MO) (SIPG) = 03/07
- Awards = 8.0
- Passed Not Advanced points (PNA) = 6

*Q4. After a member has qualified for advancement and passed the Navywide advancement exam, the final multiple score (FMS) is computed. The FMS is based on what three factors?*

## REQUIREMENTS FOR REGULAR CANDIDATES

The Department of Defense (DoD) prescribes the minimum total active federal military service (TAFMS) a person must have to compete as a REGULAR CANDIDATE for advancement. The *Advancement Manual* provides detailed information about TAFMS. The TAFMS requirements for advancement to paygrades E-2 through E-9 are listed in Table 5-3.

## ADVANCEMENT REQUIREMENTS FOR EARLY CANDIDATES

Some Sailors may not have the minimum TAFMS required to be regular candidates but may qualify in all

other respects. If recommended by their commanding officers, such Sailors may compete as EARLY CANDIDATES. The design of the early advancement process, available to all enlisted Navy personnel, allows top performers to advance early in their careers.

DoD manning restrictions determine the number of advancement quotas early candidates may fill. The quotas are restricted to a maximum of 20 percent of the total enlisted forces for E-4 and 10 percent for E-5 through E-9.

To become a selectee as an early candidate, a person may need a higher FMS than regular candidates competing for the same rate. That is because the early candidate “eligibility zone” and regular candidate “cut score” may be established at different FMS levels. (See table 5-4.)

*Q5. DoD manning restrictions determine the number of advancement quotas early candidates may fill. The quotas are restricted to a maximum of 20% of the total enlisted forces for E-4 and a maximum 10% for what paygrades?*

## HIGH-YEAR TENURE

High-year tenure (HYT) is the maximum time allowed between paygrades for professional growth (advancement in rate) to occur. HYT for E-4 is 12 years; for E-5 is 20 years; for E-6 is 22 years; for E-7 is 24 years; for E-8 is 26 years; for E-9 is 30 years. Enlisted members cannot remain on active duty

**Table 5-2.—Sample FMS Computation**

Table 5-2 explains the final multiple score computation for an E-6 candidate using a step-by-step process using the values above for each factor.				
FACTOR	POINTS RECEIVED		HOW POINTS WERE DETERMINED	
SS	56.00		Profile Sheet	
PMA	89.00	=	3.65 x 60 – 130	<b>Sample computation for E-6</b>
SIPG	26.16	=	3.58 x 2 + 19	
Awards	08.00	=	3 Good Conducts 1 NAM	
PNA	12.00	=	2 x PNA points on profile sheet from previous E-6 exams	
<b>TOTAL</b>	<b>191.16</b>		Out of a maximum possible 266	



Table-5-3—TAFMS Requirements

TAFMS MINIMUM TO BE A REGULAR CANDIDATE			
<u>PAYGRADE</u>	<u>TAFMS</u>	<u>PAYGRADE</u>	<u>TAFMS</u>
E-2	6 months	E-6	7 years
E-3	1 year	E-7	11 years
E-4	2 years	E-8	16 years
E-5	3 years	E-9	19 years

Table-5-4—Examples of FMS Rank-Ordered Candidates

EXAMPLE OF FMS RANK-ORDERED CANDIDATES			
CANDIDATE	FMS	STATUS	ZONE STATUS
1	207.65	Selectee	EARLY CANDIDATE ELIGIBILITY ZONE (Minimum required 195.16)
2	E201.65	Selectee	
3	E197.18	Selectee	
4	195.10	Selectee	
5	193.16	Selectee	REGULAR CANDIDATE SCORE ZONE (Minimum required 168.88)
6	190.16	Selectee	
7	E188.30	PNA	
8	183.03	Selectee	
9	182.15	Selectee	
10	E179.32	PNA	
11	178.21	Selectee	
12	177.85	Selectee	
13	172.03	Selectee	
14	171.66	Selectee	
15	168.88	Selectee	
16	168.83	PNA	PNA ZONE
17	E160.88	PNA	
18	160.00	PNA	
19	154.63	PNA	
20	Fail	Fail	FAIL ZONE

beyond their HYT without an approved waiver from Navy Personnel Command. E-7/8/9 candidates who submit a Fleet Reserve request for their HYT will remain eligible for selection board consideration if they reach HYT by 30 June for E-7 and 31 August for E-8/9 of the year considered for advancement. If they exceed those dates, candidates will be considered voluntary (not HYT mandated) and ineligible to compete for advancement. For detailed information, refer to OPNAVINST 1160.5.

#### CHANGE IN RATE OR RATING

A change in rating is a lateral change in an occupational skill without a change in paygrade. An example is a change from Boatswain's Mate second class to Religious Program Specialist second class.

The Navy makes a change in rating possible for people who wish to get into an area in which they have the greatest aptitude and interest. Naturally, the Navy's requirements will take precedence over a person's wishes if the two interests conflict.

Requests should be for a rating that is undermanned, Career Reenlistment Objectives (CREO) Category 1, as defined in the most current CREO NAVADMIN message. Requests from members serving in a rating that is undermanned, or who possess specialty skills or Navy Enlisted Classifications (NECs) that are in short supply, will only be considered when unique circumstances exist.

Commanding officers have the authority to laterally change apprenticeships in paygrades E-1, E-2, and E-3 within the Seaman, Fireman, and Airman apprenticeships. For example, they could allow a person to change from Seaman to Airman or Fireman to Seaman. The commanding officer may authorize such changes only under the following conditions:

- The member requests a change.
- A greater need exists in the requested apprenticeship.
- A valid billet exists within the command.
- The member is fully qualified for the new apprenticeship.

All other administrative changes in rate or rating are authorized in one of the following ways:

1. Under special conversion programs (such as SCORE), through formal schools.
2. By the Chief of Naval Personnel (PERS-815), through a person's direct conversion or successful competition in a Navy advancement exam cycle or by in-service training.

A person who applies for a change in rating must meet the following requirements:

- Be a PO1 or below.
- Have less than 12 years of active naval service.
- Request a rating and paygrade that needs additional personnel and appears on the open rating/skills list.
- Must have served a minimum of 24 months in the present rating before becoming eligible for conversion to another rating. This requirement will be waived for those first term personnel unable to receive an Enlisted Navy Career Options for Reenlistment (ENCORE) program quota in their present rating.
- Satisfy all eligibility requirements for the rating requested as defined in the *Advancement Manual*.

- Meet the minimum Armed Services Vocational Aptitude Battery (ASVAB) scores required for entry into the school for the rating requested.
- Have no non-judicial punishment or convictions in civilian or military courts for the past 18 months.
- Be recommended by the commanding officer.

*Q6. Commanding officers have the authority to laterally change the apprenticeships of personnel in what paygrades?*

## **SELECTION BOARD ADVANCEMENTS**

A board meets in March to select MCPOs and then continues to select SCPOs. A separate board meets in June to select new CPOs. At those times, the selection board receives the records of candidates who have met all of the requirements for advancement and have been designated SELECTION BOARD ELIGIBLE (SBE). The selection board then selects those candidates who are the most qualified for advancement to CPO, SCPO, and MCPO.

The ESO should be familiar with the selection process and should be able to answer the questions candidates ask. For example, candidates may ask: Why wasn't I selected? What are they looking for? What does it take to be advanced? or How can I improve my chances of being selected? The ESO should guide candidates in their efforts to make themselves SELECTION BOARD ELIGIBLE and to improve their opportunities for selection.

Candidates who are selected can be justifiably proud. At the same time, those not selected should not be discouraged. Candidates should be encouraged to continue to improve their selection chances by determining their weakest traits and improving them. The difference between being selected or not being selected could be the result of that extra course the selectee completed. It could also be the result of qualifying as an enlisted specialist in aviation, submarines, or surface warfare. The selection board is responsible for selecting the well-rounded person, not the person who concentrates on one singular area of expertise.

### **Composition of the E-7 and the E-8/9 Selection Boards**

Each selection board consists of a captain, who serves as president, a junior officer, who serves as recorder, and officers and master chief petty officers,

who serves as board members. Additionally, a sufficient number of assistant recorders ensure the smooth handling and accounting of records.

The board is divided into panels responsible for reviewing the records of individuals in one general professional area, such as deck, engineering, and medical/dental. Each panel consists of at least one officer and one master chief.

The Enlisted Community Manager (ECM) establishes a maximum advancement quota for each rating. The Commander, Naval Reserve Force (COMNAVRESFOR) establishes quotas for drilling Naval Reserve personnel. The quotas are to be filled by the “best” qualified candidates competing for advancement. Although the quota may not be exceeded, should a panel determine that there is an insufficient number of “qualified” candidates in a rating, the panel may recommend leaving part of the quota unfilled. The Department of Defense has established the TAFMS requirement, which personnel must normally meet before they can advance to any paygrade. No more than 10 percent of the total number of members in any chief paygrade may have less than the prescribed TAFMS. This quota is provided to the board on an “allowable early paygrade quota” for each rate. Some panels will select fewer than others because the average time in service of candidates varies from rating to rating.

### **Guidelines Provided to Selection Board Members**

The selection board is convened by the Chief of Naval Personnel (CHNAVPERS). Each year a precept is prepared that outlines the selection process and gives guidance and general information, such as general selection criteria and equal opportunity, to the board. During the first day of convening, the board establishes internal ground rules and minimum selection criteria, which each member uses when screening the records and candidates. The rules/criteria are applied equally to each candidate within a rating. Application may vary slightly from rating to rating for many reasons, such as sea duty or lack of it, supervisory opportunities, schooling available, and rotation patterns. (The board is given the freedom within the guidelines of the precept to establish its own internal working, therefore ensuring the dynamic nature of the selection process.) Orientation briefings that cover a wide range of subjects, such as microfiche errors and TAFMS, are given to the board. During the first two days, the panel members acquaint themselves with the

various materials they will be using and practice evaluating test records. Contained in the precept is the oath to be administered to the board members and recorders. The precept also outlines the expected conduct and performance of individuals serving with the board. The proceedings and recommendations of the board may not be divulged, except as authorized and approved by CHNAVPERS.

### **Primary Factors Considered by Selection Boards**

For each candidate, there is a folder that contains the microfiche record (1E and 2E fiche only), member’s correspondence to the board, and an Enlisted Summary Record (ESR). The panel uses the ESR to note the candidate’s test score (E-7 board only), rate, and unit identification code (UIC). A panel member then reviews each record. At least 5 years of evaluations are reviewed. Depending on the keenness of competition, panel members may go further back to establish trends and break ties. Each candidate receives two reviews from two different panel members. If there is a significant difference between the two panel members’ scores, a third member reviews the record. Until the established deadline is published in the applicable NAVADMIN message, all correspondence received on a candidate is forwarded to the panel along with a microfiche record. Awards and qualifications earned after this deadline date may be submitted via message to COMNAVPERSCOM (PERS-852 or PERS-862 for reserves). Below are some of the factors considered by the E-7 and E-8/9 boards. The considerations change slightly from year to year and in no way should be considered the ONLY factors influencing selection:

- Sustained superior performance. This is the single most important factor influencing selection.
- Professional performance. Significant emphasis is placed on professional performance at sea. Although it is not necessary that a candidate presently be serving in a sea duty billet, it is a positive when a candidate’s record reflects demonstrated evidence of professional and managerial excellence at sea or in isolated duty assignments. It is recognized that some ratings do not offer a broad opportunity for sea duty, particularly at the senior levels, and that is taken into account. Additionally, while a variety of duty assignments, especially sea duty, is highly desired, individuals having less variety but



equally demanding tours may be equally “best qualified.” In that respect, Navy members may be assured that their careers will not be unfavorably affected by service over extended periods in important assignments to which they have been ordered to meet the needs of the Navy.

- Special tours. Candidates presented to the board compete within their rating. It is recognized, however, that they are frequently detailed to duty outside their rating specialties. Many such types of duty require selectivity in assignment and special qualifications. Therefore, due consideration is given to those candidates who serve in the demanding tours of duty as instructor, recruiter, career counselor, recruit company commander, duty in the Human Goals Programs, and all other tours requiring special qualifications.
- Education. Consideration is given to improving education level. That includes both academic and vocational training, whether such education is gained as a result of the individual’s initiative during off-duty hours or as a participant in a Navy-sponsored program.
- Evaluations/fitness reports and the total person concept. Evaluations and fitness reports are closely reviewed for both marks and narrative. Trends are identified. The marks and narrative must correspond on the evaluation/fitness report. **THE SINGLE MOST IMPORTANT FACTOR INFLUENCING SELECTION IS SUSTAINED SUPERIOR PERFORMANCE OF DUTY.** Peer group ranking also gives the board members an indication of how candidates compare with their peers. Personal decorations, letters of commendation/community involvement also reflect a well-rounded individual. The “total concept” is important.
- Duty assignments. Duty assignments and history of duties performed can be determined from the service record transfers and receipts page and the job description on the evaluations. Using this data, the board members can determine whether or not individuals are performing duties commensurate with their rate and whether professional growth expectancies are being met.
- Weight standards. Failure to meet the Navy’s weight/physical readiness test (PRT) standards

may render candidates ineligible. Refer to OPNAVINST 6110.1.

- Alcohol-related misconduct or poor performance. Advancement will not be denied solely on the basis of prior alcoholism or alcohol abuse, provided the member has participated in successful treatment and recovery. Any misconduct or reduction in performance resulting from alcoholism or alcohol abuse, however, must be considered in determining fitness for advancement.
- Behavior problems. Individuals who have had disciplinary problems, have received letters of indebtedness, or have other record entries relevant to behavioral difficulties, such as drug abuse, demonstrated racial, sexual, or religious discrimination, will find the path to E-7/8/9 more difficult than those with clear records. Once those problems are overcome, however, the single most important selection factor is still **SUSTAINED SUPERIOR PERFORMANCE.**
- Test scores (E-7 only). Test scores are also taken into account since they give an individual’s relative standing on the examination when compared to the other candidates.

### Slating Process

Once review of the entire rating is complete, the panel arranges all of the candidates from top to bottom. This is called *slating*. Once slating is completed, the entire board is briefed as to the number of candidates, and the background of individuals recommended and not recommended for selection. During the briefing, no names are used and the entire board votes on the slate, which must be accepted by a board majority. After the board approves all of the slating, all members and the president sign a written report of the board’s recommendations for selectees and the report is submitted to CHNAVPERS for approval. The content of the report must certify that the board complied with all instructions and directions contained in the precept and that the board carefully considered the case of every candidate whose name was furnished for review. Upon CHNAVPERS approval of the selectees, a NAVADMIN message is prepared and released to announce the selectees.

During the board’s deliberations, records may be encountered that clearly indicate substandard performance or, in the board’s judgment, questionable advancement recommendations. In such cases, the

board is directed to identify and list those candidates. This list includes the candidate's name, activity, reporting senior, and concise summary of circumstances. Depending on the circumstances, such candidates will either be referred to the Quality Control Review Board or the command will be identified to senior echelon commanders for action deemed appropriate.

### **Preparing for the Selection Board**

Candidates should ensure their COMNAVPERS-COM official microfiche records and enlisted summary record (ESR) is current, complete, and in proper order. Candidates should order a copy of their microfiche records and ESR from PERS-313C at least 6 months before the board convenes. They should then review their records carefully to ensure all pertinent information is included.

Candidates should ensure their evaluations/fitness reports are typed properly, with no misspellings or other typographical errors. These errors are as much the responsibility of the candidates as the command. They should also ensure the evaluation covers the correct period of time.

Candidates should seek challenging assignments, increased responsibilities, and demanding and taxing leadership positions. Many candidates are content with a repetitive type of assignment. They would increase their advancement opportunities by maintaining a rotation of assignments.

Before evaluations/fitness reports are written, candidates should submit all pertinent information. Pertinent information should include special qualifications earned during the reporting period, awards received, and all significant professional achievements. Candidates should list educational achievements, including Navy schools, NRTCs, and civilian-sponsored courses completed during the reporting period. They should also list collateral duties, command and community involvement, and any other information candidate's feel is noteworthy.

An evaluation/fitness report should emphasize the person's ability, potential, and willingness to accept positions of leadership and management. It should specifically indicate why the person should be advanced.

Commanding officers should ensure marks are assigned properly. That enables selection boards to distinguish the top runners from the average

candidates. The top performers in a command should be ranked against their peers. Command master chiefs, senior chiefs, or command chiefs should take part in the evaluation/fitness report process. A reliable evaluation system requires the coordination and cooperation of the entire chain of command. A good evaluation system, in turn, ensures a good promotion and selection process.

Commands should ensure all evaluations are proofread for accuracy. Many times evaluations are incomplete, which creates problems for selection boards. Reconstruction of a member's career and performance is difficult enough without requiring the board to guess about areas left incomplete. Since evaluation comments must be limited to the space provided (no continuation sheets are authorized), commands should use clear and concise language. They should not use unusual abbreviations or acronyms, particularly those developed locally or of a transitory nature.

*Q7. Who serves as the president on an E-8/9 selection board?*

*Q8. Who serves as the recorder on an E-8/9 selection board?*

*Q9. What is the single most important factor influencing selection to E-7, E-8, or E-9?*

*Q10. E-7, E-8, and E-9 candidates should ensure their Naval Personnel Command (COMNAV-PERSCOM) official microfiche records and enlisted summary record (ESR) is current, complete, and in proper order. Candidates should order a copy of their microfiche records and ESR from PERS-313C at least how many months before the board convenes?*

### **ADVANCEMENT PROGRAMS OTHER THAN NAVYWIDE EXAMINATIONS**

**Learning Objectives:** *Identify different methods and programs of advancement; and identify programs for obtaining a change in rate or rating.*

### **COMMAND ADVANCEMENT PROGRAM**

The *Command Advancement Program (CAP)*, BUPERSINST 1430.17, authorizes commanding officers to advance a small percentage of their assigned enlisted personnel in recognition of superior performance. Personnel in paygrades E-3, E-4, and E-5 may be advanced to the next higher paygrade under

this program. The program is designed to function in conjunction with, but not to replace the Navy's established advancement system.

To qualify for the Command Advancement Program, a Navy member must meet the following requirements:

- Must be permanently or temporarily assigned (minimum of 30 consecutive days) to a command designated as sea duty. Chapter 3 of the *Enlisted Transfer Manual (TRANSMAN)*, NAVPERS 15909, explains duty type codes.
- Meet TIR requirements on or before the effective date of advancement:
- Meet all school, course-completion, citizenship, and security requirements.
- Complete all other requirements required for normal advancement, with the exception of advancement examination participation.
- Meet health and physical readiness requirements for advancement.

*Q11. To be considered for advancement under the Command Advancement Program, personnel must be serving in which paygrades?*

## **ACCELERATED ADVANCEMENT PROGRAM**

The Accelerated Advancement Program provides an opportunity for graduates of certain class "A" schools (other than the Advanced Electronics Field [AEF], Advanced Technical Field [ATF], or Nuclear Field [NF] programs) to elect accelerated advancement to petty officer third class without competing in Navywide advancement examinations.

Training school COs are authorized to advance the number one "A" school graduate to the next higher paygrade not to exceed E-3. Time-in-rate (TIR) requirements for the purpose of this advancement are waived. Effective date of advancement will be the date of graduation. Furthermore, the number one student may also be included as a candidate for accelerated advancement to E-4.

Training school COs may recommend the upper 10 percent of the qualified candidates in each "A" school graduating class for the Accelerated Advancement Program. Members recommended must elect to participate in the program before or upon graduation from an "A" school.

Advancements for personnel may be effected at their first duty station after a 4 to 10-month observation period. Candidates must have graduated in the top percentile as established by the specific school as outlined in *Navy Military Personnel Manual (MILPERSMAN)*, NAVPERS 15560, and Article 1430-010. They must be recommended by the training school's commanding officer and meet body fat and physical readiness standards of OPNAVINST 6110.1. Before advancement to E-4, candidates must complete the *POIC*. TIR is waived for members being advanced under the provisions of accelerated advancement. In other words, accelerated advancement to E-4 may be effected for qualified candidates whether or not they are serving in paygrade E-3.

*Q12. The Accelerated Advancement Program provides an opportunity for certain members to elect accelerated advancement to what paygrade?*

## **ADVANCED ELECTRONICS FIELD, ADVANCED TECHNICAL FIELD, AND NUCLEAR FIELD PROGRAMS**

The Advanced Electronics Field (AEF), Advanced Technical Field (ATF), and Nuclear Field (NF) programs are incentives for the enlistment or reenlistment of enlisted men and women in the Navy. These programs are designed to provide technical or nuclear-trained personnel for the naval service.

Personnel may only request enrollment into AEF or ATF as an enlistment program or while at recruit training commands or naval training activities. Training is categorized in two phases: "A" school initial training and "C" school advanced training.

Personnel are authorized guaranteed advancement to E-4 upon successful completion of Phase I training for AEF or ATF programs and NF "A" school training for NF programs. They must have the commanding officer's recommendation and all requirements for advancement in rate, including TIR, course completion, performance appraisal reviews, performance tests (if required), and meet body fat and physical readiness standards of OPNAVINST 6110.1. Before advancement to E-4, candidates must also complete the *POIC*. Participation in the Navywide examination is not required. Personnel will be advanced on the 16 of the month when TIR eligible according to BUPERSINST 1430.16. See *MILPERSMAN*, Article 1510-030, for more details on

the Advanced Electronics Field, Advanced Technical Field, and Nuclear Field Programs.

*Q13. Under the AEF and ATF programs, personnel are authorized guaranteed advancement to E-4 upon successful completion of what training?*

## **SELECTIVE CONVERSION AND REENLISTMENT PROGRAM**

*MILPERSMAN*, Article 1160-090, lists the requirements for advancement under the Selective Conversion and Reenlistment (SCORE) Program. This program provides possible advancement to PO3 or PO2 upon a person's satisfactory completion of either a class "C" school or a class "C" school package. Always refer to *MILPERSMAN*, Article 1510-020, for the current listing of available class "C" school packages.

*Q14. Under the SCORE Program, a person can be automatically advanced to what paygrade?*

## **SELECTIVE TRAINING AND REENLISTMENT PROGRAM**

*MILPERSMAN*, Article 1160-100, governs the advancement authority for the Selective Training and Reenlistment (STAR) Program. The STAR Program guarantees a PO3 advancement to PO2 upon completion of a class "C" school or "C" school package. It also guarantees advancement to PO3 upon completion of Phase I of an AEF class "A" school based on automatic advancement procedures for the AEF Program.

## **SUMMARY**

The Navy Enlisted Advancement System (NEAS) provides credit for performance, knowledge, and experience. The system guarantees that all candidates competing for a specific rate have equal advancement opportunity.

Who, then, are the people being advanced? Basically, they are the people who are self-motivated and have prepared themselves for advancement. They were not content just to qualify; they went the extra mile in their training. Through their extra effort in training and work experience, they developed greater skills, learned more, and accepted more responsibility. The secret to their success is sustained superior performance.

ESOs should be a guiding influence for personnel striving for advancement. Since personnel will ask

them many questions about the various advancement programs, ESOs should be prepared with up-to-date information.

## **REFERENCES USED TO DEVELOP THIS CHAPTER**

*Advancement Manual*, BUPERSINST 1430.16, Bureau of Naval Personnel, Washington, D.C., 1991.

*Command Advancement Program (CAP)*, BUPERSINST 1430.17E, Bureau of Naval Personnel, Washington, D.C., 1994.

*Enlisted Transfer Manual (TRANSMAN)*, NAVPERS 15909G, Naval Military Personnel Command, Washington, D.C., 2001.

*Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards*, NAVPERS 18068F, Vol. 1, Bureau of Naval Personnel, Washington, D.C., 1997.

*Naval Military Personnel Manual (MILPERSMAN)*, NAVPERS 15560C, Bureau of Naval Personnel, Washington, D.C., 1997.

*Navy Performance Evaluation and Counseling (EVAL Manual)*, BUPERSINST 1610.10, Bureau of Naval Personnel, Washington, D.C., 1995.

*Rating Entry for General Apprentices (REGA) and Career Reenlistment Objectives (CREO)*, NAVADMIN message (published annually), Office of the Chief of Naval Operations, Washington, D.C., 2000.

## **ANSWERS TO EMBEDDED QUESTIONS**

### **CHAPTER 5**

- A1. *To advance the best qualified petty officers to operate the Navy's ships, planes, and shore stations.*
- A2. *Advancement Manual.*
- A3. *50 percent.*
- A4. *Performance, experience, and knowledge.*
- A5. *E-5 through E-9.*
- A6. *E-1, E-2, and E-3*

*A7. A captain.*

*A8. A junior officer.*

*A9. Sustained superior performance.*

*A10. 6 months.*

*A11. E-3, E-4, or E-5.*

*A12. E-4.*

*A13. Phase I.*

*A14. E-4 or E-5.*



